

# SPACE NEEDS ASSESSMENT

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## **VII. SPACE NEEDS ASSESSMENT**

### **A. INTRODUCTION AND SPACES SUMMARY**

The following list delineates the spaces needed to support the service levels recommended in this needs assessment. The sections that follow describe the process and calculations that went into their determination.



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## Space Summary

Space		Square Feet
1.1	Public Entrance/Lobby	280
1.2	Materials Return Slots	48
1.3	Meeting Room	1,212
1.31	Meeting Room Storage	140
1.4	Public Restrooms	800
2.1	Express Checkout & Reserves	308
2.2	Customer Service Desk	138
3.1	New Books Browsing	180
3.2	Community Information	12
3.3	Information Desk	120
3.4	Reference Collection	37
3.5	Computers for Adults	328
3.6	Adult Circulating Books	1,368
3.7	Quiet Reading Area	420
3.8	Community Living Room / Magazines & Newspapers	537
3.9	Audiovisual Media for Adults	186
3.10	Adult International Languages Collection	60
3.11	Career Center	275
3.12	Teens Area	473
3.13	Group Study Room A	150
3.14	Group Study Room B	150
3.15	Group Study Room C	300
3.16	Business Center	180
3.17	Computer/Study Skills Center	900
3.18	Friends of the Library Book Sale & Sorting Space	85
4.1	Children's New Books & Magazines	23
4.2	Family Space/Parents Collection	128
4.3	Computers for Children	234
4.4	Children's Circulating Books	833
4.5	Children's Audiovisual Media Collection	112
4.6	Children's International Languages Collection	23
4.7	Children's Picture Books	679
4.8	Storytelling & Programming Space	386
5.1	Branch Manager's Office	120
5.2	Circulation Supervisor's Office	100
5.3	Staff Work Area & Returns/Sorting/Deliveries	950
5.4	Supplies & Equipment Storage	153
5.5	Telecommunications/Server Room	100
5.6	Staff/Deliveries Entrance & Lockers	74
5.7	Staff Room	341
5.8	Staff Restroom	180
5.9	Custodial Closet & Supplies	50
Total Assignable Square Feet:		13,172
Total GSF @ 80% net-to-gross:		16,465

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The facility that the City is planning for the new library is a two-story structure that will be shared with the Solano County Office of Education. While the actual gross square footage required for the library is 16,465 square feet, the building footprint will be 17,000 square feet to accommodate additional circulation space needed for access to the second floor.

## **B. COLLECTIONS AND SHELVING**

The collections projected for the Fairfield Cordelia Library are outlined in *Appendix K1: Collection Growth Plan* and *K2: Collections and Shelving Needs*. The charts in these appendices also indicate planning assumptions regarding 1) volumes per linear foot, 2) percentage of each collection on the shelf, 3) type of shelving for each format, 4) the number of assignable square feet per shelving unit and 5) the amount of assignable square feet required for each part of the collection. These assumptions are based on the recommendations of recognized planning authorities, including the work of Raymond Holt, Joseph Wheeler and the LAMA publication, Building Blocks for Planning Functional Library Space, which was used as a basis not only for this study but also for the County Library's Facilities Master Plan.

## **C. READER SEATS**

The reader seating capacity and seating distribution for the Fairfield Cordelia Library is included in *Appendix G: Public Seating*. This chart includes the number, type and allocation of all customer seating proposed for the library. Reader and study seats are assigned 25 square feet, which includes the seat, the table and adjacent circulation space. Lounge seats are assigned 35 square feet. Building Blocks for Planning Functional Library Space was used as the basis for these calculations.

Joseph Wheeler's seating capacity guidelines were used to develop Solano County Library's Facilities Master Plan. They were also consulted as the Fairfield Cordelia Library recommended seating capacity was developed.

## **D. TECHNOLOGY**

Public access computers and printers are quantified and assigned to specific spaces in the chart in *Appendix M*. Staff computer workstations are assumed at every service desk staffing position and at every staff workstation. Routers, servers, telecommunications equipment and other items associated with the central support of technology within the facility have been delineated in a Technology Plan, which is part of the Library's Plan of Service. A Telecommunications/Server Room, of 100 assignable square feet, is recommended.

Sit-down public computers have been assigned 35 square feet each, stand-up computers have been assigned 25 square feet each and computers in the Computer/Study Skills Center have been assigned 40 square feet each. These

allocations have been taken from Building Blocks for Planning Functional Library Space.

## E. STAFF OFFICES AND WORKSTATIONS

The Branch Manager and Supervising Library Assistant will each need a private office. As the two primary supervisory staff at the facility, each will regularly need to be able to conduct confidential conversations with individual staff members or with small groups. In addition, each will on occasion need to speak privately with members of the public.

An office of approximately 120 square feet is recommended for the Branch Manager to accommodate that person's desk, computer, task chair, shelving, lateral files and guest chairs. The Supervising Library Assistant each need an office of approximately 100 square feet with a desk and task chair, guest chair, computer, shelving and lateral file cabinet.

The staffing needed to operate the library is as follows. Service hours are assumed at 52 per week, with the facility open six days per week.

**Table 23. Projected Staffing**

FTE	Position	# of People	Workstation
1.0	Branch Manager	1	1 (private office)
1.0	Supervising Library Assistant	1	1 (private office)
4.5	Librarians	5 – 7	3 modular units, 8x8 1 modular unit, 5x6
5.0	Library Assistants	5	3 modular units, 5x6
9.0	Departmental Aides	12 – 15	NA
<b>20.5</b>	<b>Total Staff</b>	<b>24 – 29</b>	

The County Library has initiated a new service delivery model that will inform staffing levels and configuration of the Fairfield Cordelia Library. The model utilizes new technologies to allow a more effective deployment of staff and encourage customer self-service, as appropriate. While the new model is still being tested and developed at Solano County Library's existing facilities, its success has been demonstrated in other library jurisdictions (most notably at the Richmond, British Columbia Public Library). Self-service express checkout equipment, customer pick-up of reserved materials and other strategies will enable staff to redirect the focus of their work to helping customers in the library's public spaces.

Modular office landscape workstations and shared work counter workstations in the staff work area will be used by the staff, as needed, to perform tasks that cannot be effectively performed on the public floor. Examples of such tasks include collection development functions, updating customer records, mending and processing new materials or checking in circulating materials that have been returned. Service delivery will emphasize direct public service, with staff

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assigned to assist the public in the main public spaces of the building during most of the time they are on duty.

Staff workstations are recommended in the following dimensions: 8' x 8' (plus 25% circulation space) and 5' x 6' plus 25% circulation space) shared work counter workstations.

## **F. MEETING ROOM SPACE**

A 75-seat meeting room is recommended for the library as well as a dedicated storytelling space for children and their parents that will accommodate an audience of up to 35 people. The meeting room will support the library's service goal to inaugurate programming for teens, parents and adults as well as to increase the level of programming for children and their families. It will also support the Cordelia community's desire to create a civic gathering place and allow the library to host events sponsored by community organizations.

The meeting room seating should be allocated 15 square feet per seat. This allocation exceeds the 10 to 12 square foot per-seat guideline suggested in Building Blocks for Planning Functional Library Space. It is recommended to provide more flexibility in the meeting room space for performances and activities that may require more maneuverability.

## **G. SPECIAL PURPOSES SPACES**

The Computer/Study Skills Center will utilize the Computer/Study Skills Center and Meeting Room. The Career Center's components are shelving, computers, seating and the Meeting Room for programs supporting the Joint Use Agreement. The space needs calculations for these spaces have already been described.

## **H. NON-ASSIGNABLE SPACE**

This study recommends a total building size of approximately 17,000 square feet (16,465 gross square feet), on one level. This represents 13,172 net assignable square feet in the building for seating, collections, service desks, staff workspaces, and meeting rooms.

Twenty percent (20%) of the gross square footage has been set aside as unassignable space. This includes the building's mechanical systems, electrical and telecommunications closets, storage spaces, restrooms, circulation space throughout the facility and other elements of the building not listed in the Spaces Summary as one of the building's assignable spaces.

The scale of the facility allows use of a more rigorous net-to-gross square footage ratio than the ratios proposed by Building Blocks for Planning Functional Library Space, which offer a range of 65% to 75% assignable square footage, based on building size. By requiring a functional architectural layout and by utilizing efficient construction techniques, the City will be able to achieve an 80% efficient facility for Cordelia.

**Table 24. Square Footage Allocation Conversion Factors**

Item	Conversion Factor
Shelving, single-sided section, 3' wide	10.3 to 11.25 SF / section
<b>Volumes per Linear Foot:</b>	
Books, adult, fiction and nonfiction	8 volumes / linear foot
Books, reference	7 volumes / linear foot
Books, new and display	5 volumes / linear foot
Books, international languages	10 volumes / linear foot
Books, paperback	8 volumes / linear foot
Books, children's, fiction and nonfiction	10 volumes / linear foot
Books, children's easy books, picture books	15 volumes / linear foot
Videos	7 volumes / linear foot
Music compact discs in AV browse bins	20 volumes / linear foot
DVDs	10 volumes / linear foot
Books on tape & books on CD	8 volumes / linear foot
Career & Jobs AV	14 volumes / linear foot
CDRom software	14 volumes / linear foot
Language learning audio material	14 volumes / linear foot
New Format, AV	20 volumes / linear foot
AV kits, hangup	6 volumes / linear foot
Magazines, current display	1 title / linear foot
Magazines, backfiles, in pamphlet boxes	2.5 boxes / linear foot
Newspapers, current display	1 title / 1.5 linear foot
<b>Seating:</b>	
@ 4-place table	25 SF / seat
@ 1-place carrel	35 SF / seat
Lounge chair	35 SF / seat
@ 4-place round table	22 SF / seat
@ 4-place round toddler table	22 SF / seat
Meeting room seating	15 SF / seat
Storytelling seating	10 SF / seat
<b>Computers and other equipment:</b>	
Public access computer, sit-down	35 SF / workstation
Public access workstation, stand-up	25 SF / workstation
Printers, networked	12 SF / workstation
Computer/Study Skills Center workstation	40 SF / workstation
Self check-out workstation	45 SF / workstation
Staff office system workstations, 8' x 8'	80 SF / workstation
Staff office workstations, 5' x 6'	37.5 SF / workstation